



# U.S. Department of Justice

## Equitable Sharing Program

### Frequently Asked Questions

#### Where can I find the Equitable Sharing Agreement and Certification Form?

This form is located on the DOJ website at [www.justice.gov/criminal/afmls/equitable-sharing](http://www.justice.gov/criminal/afmls/equitable-sharing)

#### Are there any special requirements to completing this form?

Yes. Your computer must have **Adobe Reader 9.0** or newer (free download available from Adobe or AFMLS website).

#### How do I download the form from the DOJ website to my computer?

Right click on the link to the form. Select 'Save Target As' and then save the form on your computer. Double click on the file name to open the form.

#### Do I need to save this form as an XML and PDF document?

Yes, you must save the form in both formats.

#### How do I save the form as an XML and PDF document?

There are two green buttons on the last page of the form. (1) **Save as PDF** – Click this button to save the form for your records (readable file). (2) **Save as XML** – Click this button to save as an XML file to email. Always read the pop-up message(s) when you click the "Save as XML" button. Enter any missing information. A "No Error Found" message indicates the XML file is ready to email. Click OK and Save.

#### How do I submit the form?

Once the submitter has certified that the Agency Head and the Governing Body Head have approved the form, email the **XML** file as an attachment to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov).

*\*Retain the printed copy of the entire form and signed Affidavit for your records*

#### I now have changes to my form. How do I AMEND a form already submitted?

If you are notified by AFMLS that corrections need to be made to your form, follow these steps:

- Retrieve your saved PDF copy
- Click **AMENDED Form** instead of *Existing Participant* and make necessary corrections
- Click the "Save as PDF" button
- Click "yes" when asked to replace file
- Click the "Save as XML" button

A "No Error Found" message indicates the form is ready to submit. Once the submitter certifies the Agency Head and the Governing Body Head have approved the amended form, email the XML file to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov)

#### Why did I receive an "AUTO REPLY MESSAGE"?

When an agency submits a form to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov) the system immediately sends an auto reply message advising that the form transmitted successfully. If you receive a rejection message, it will include the reason(s) for rejecting the form. Please make corrections on the forms accordingly.

##### Common error messages:

##### ***Existing participant selected, Fiscal Year end date already exists***

This message is sent when an agency tries to submit a form as an existing participant for a previously submitted fiscal year. If the agency is amending a form, the agency must check the **AMENDED** form box to submit a corrected copy.

##### ***Form cannot be processed – it is an invalid file format***

This message is sent when an agency submits the form as a PDF file instead of an XML file.

#### **I tried to use last year's form and simply update the information but the form was rejected. Why?**

You have submitted an old version of the form. Always download the most recent form available at [www.justice.gov/criminal/afmls/equitable-sharing](http://www.justice.gov/criminal/afmls/equitable-sharing)

### How can my agency expend received equitable sharing funds?

The *Guide to Equitable Sharing for State and Local Law Enforcement Agencies* explains the policies governing the Equitable Sharing Program. Specifically, Section V explains the permissible and impermissible uses of funds.

### What is the eShare Portal?

The eShare Portal is a web-based system for submitting electronic sharing requests (DAG-71s), checking the status of pending sharing requests, and running sharing distribution reports to see what sharing payments have been paid to an agency in any given time period. An eShare Portal account is required to submit sharing requests. To obtain an eShare Portal account, the agency finance contact must call 202-616-2287 or email [forfeiture.systems@usdoj.gov](mailto:forfeiture.systems@usdoj.gov).

### Do I need to verify anything about the receiving agency prior to transferring any equitable shared funds?

Yes. Prior to the transfer of any funds, your agency must verify that the receiving agency has a current Equitable Sharing Agreement and Certification form on file. To verify, please see the [agency compliance link](#) on AFMLS website.

### Which agencies participate in the Justice Fund and which agencies participate in the Treasury Fund?

**Justice funds** include all cash, property, and proceeds that result from investigations with ATF, DEA, FBI, FDA, DCIS, DSS, USDA, and USPIS.

**Treasury funds** include all cash, property, and proceeds that result from investigations with ICE, IRS, CBP, USCG, and USSS.

## Who can I call with questions regarding compliance and forms?

<b>Razia Ahmad</b> (202) 305-4572 <a href="mailto:Razia.ahmad@usdoj.gov">Razia.ahmad@usdoj.gov</a>	Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia
<b>Erika Rodriguez</b> (202) 305-3048 <a href="mailto:Erika.rodriguez@usdoj.gov">Erika.rodriguez@usdoj.gov</a>	Florida, Guam, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, New Hampshire, Northern Mariana Islands (MP), Oklahoma, Oregon
<b>Caroline Dingess</b> (202) 616-3999 <a href="mailto:Caroline.dingess@usdoj.gov">Caroline.dingess@usdoj.gov</a>	Georgia, Ohio, Pennsylvania, Rhode Island, South Carolina, Texas
<b>Tanya Penny</b> (202) 514-4244 <a href="mailto:Tanya.penny@usdoj.gov">Tanya.penny@usdoj.gov</a>	Arizona, Mississippi, Missouri, Montana, North Carolina, North Dakota, Nebraska, New Jersey, New Mexico, Nevada, New York, Tennessee
<b>Jovan Ware</b> (202) 307-2257 <a href="mailto:Jovan.ware@usdoj.gov">Jovan.ware@usdoj.gov</a>	Illinois, Maine, Michigan, Minnesota, Puerto Rico, South Dakota, Utah, U.S. Virgin Islands, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming